



My Biz



“It’s *My* Information”

To access “My Biz” use

<https://potter.dcpds.cpms.osd.mil/hr>





What is *My Biz?*



An exciting new web-based Oracle Self Service application within the Defense Civilian Personnel Data System (DCPDS) that allows you, the employee, to

- Access and view your personnel information 24 hours a day/7 days a week**
- Maintain your own information, including personal profiles, and benefits**
- Provide input on performance p**





What Information is



Available in *My Biz?*

Initially, you can view data related to your civilian employment, such as

- **Position information (current/historical)**
- **Salary information**
- **Appraisal and Awards information**
- **Benefits**
- **Appointment information**



What Can *My Biz* Do for Me?



You can update information such as:

- **Phone numbers**
- **Handicap code**
- **Email address - very important for password resets**
- **Race & National Origin designation**
- **Foreign language proficiency**



My Biz Summary



- **Immediate secure access to personnel information**
- **Available 24 hours a day, 7 days a week from any personal computer**
- **Convenient access to information, it's all at your fingertips**